



CALIFORNIA DEPARTMENT OF CORRECTIONS & REHABILITATION

It's more than a career— it's a purpose.



Office of Selection Services & Office of Workforce Planning
1.888.232.4584 | careers@cdcr.ca.gov

Tips for Resume Writing

Resumes are first impressions on paper. Make your resume stand out from the rest.

SIMPLY STATED

A resume should read like an advertisement, not an article. Its purpose is to catch the attention of prospective employers, so list your strong points and save the details for the interview. Remember that sometimes less is more.

BASIC FORMATTING

Avoid graphics and fancy fonts. Use easy-to-read type, such as *Arial* or *Times New Roman* in size 11 or 12 pt font. Use larger type and/or boldface for your name, contact information, and headings to give them necessary prominence. Include the dates of your employment and organize in reverse chronological order, with your most recent job on top. Most importantly, be **consistent** in your formatting.

NOTE YOUR ACCOMPLISHMENTS

Highlight what advantages you may have over other candidates. Clearly indicate your academic background, stating dates of attendance, majors, minors, and degrees. Also specify any educational distinctions or professional awards.

TECHNICAL TALENTS

As technology continues to grow in the workplace, it is more important than ever to be computer savvy. Name what hardware, operating systems, and software applications in which you are proficient, as well as any other special programs that will set you apart from other applicants.

KEEP IT RELEVANT

If you have an extensive job history, list only the experiences that contribute to your ability to perform the job you're applying for. Naming your entire past may clutter your resume and reduce its impact. Keep it professional and leave out personal information, such as hobbies, marital status, etc.

STRENGTH IN WORDS

Don't weaken your resume with words like *assist*, *contribute*, and *support*. Instead, use strong action verbs such as *implement*, *lead*, and *produce*. If applicable, use industry terms that will be recognized and appreciated. Employers also look for keywords such as *teamwork*, *flexibility*, *detail-oriented*, and *self-motivated*.

NEVER TELL A LIE

Be accurate and truthful on your resume. Most employers conduct extensive background checks, which may include reference checks, criminal background checks, past employment verification, and education verification. Being honest is not only the right thing to do— it's the smart thing to do.

FIND A PROOF READER

Utilize spellcheck, but beware that it doesn't catch everything. Enlist a friend or relative to proof read your resume for typos, grammatical errors, formatting inconsistencies, redundancy, and anything else that a fresh set of eyes may see.

PAPER, PLEASE

Consider papers with a bit of color or texture to help your resume stand out. However, keep it conservative and avoid anything distracting. (Remember, you want your prospective employer to focus on what's ON the paper, not the paper itself!) Many office supply stores sell a variety of "resume paper" that will add a professional touch without going over the top.